



### Invoice Processing Platform Announcement:

<b>What:</b>	<b>IPP Intra-Governmental Transactions Workshop Sessions</b>
<b>When:</b>	Second and Fourth Wednesdays of every month. 9:00 AM to 4:00 PM
<b>Where:</b>	1850 K Street, NW (in the ASAP Training Room on floor 2)
<b>Bring:</b>	Government-issued photo ID
<b>Point of Contact:</b>	Ed Connolly (202) 475-6633 <a href="mailto:edward.connolly@bos.frb.org">edward.connolly@bos.frb.org</a>
<b>Backup:</b>	Doug Larson (202) 973-7350 <a href="mailto:douglas.larson@bos.frb.org">douglas.larson@bos.frb.org</a>

---

### Description:

The Invoice Processing Platform (IPP) program team invites any Department of Defense (DoD) personnel involved in the Intra-governmental Buy/Sell process to learn more about the IPP solution by participating in a **free** one-day hands-on workshop. IPP for Intra-Governmental supports more efficient buy/sell transactions between trading partners by ensuring consistent communication and providing visibility into each stage of the transaction. We will explore how Agreements, Orders and Invoices can be better managed by consolidating data from forms 7600A, 7600B and the MIPR.

Instructor-guided exercises bring these concepts to life for groups of up to twelve participants!

### Advanced Notice Requirements:

The Federal Reserve Board of Governors maintains a highly secure facility at 1850 K Street, NW, Washington, DC. The building, known as *International Square*, has another entrance at 1825 I Street, has a paid public parking garage, and is above the 18<sup>th</sup> Street entrance to the Farragut West Metro Station. There is a food court and a Starbucks!

**At least four business days in advance**, please advise Ed Connolly that you will attend so you can be entered in the Visitor Registration System, which will automatically send you a link requesting your:

- Full Name as it appears on your Government-issued photo ID
- Date of Birth
- Social Security Number

**Alternate Dates and Location:** If a group of participants desire different workshop dates or location, we will strive to accommodate your needs. Please contact either Ed Connolly or Doug Larson with your request.

We look forward to working with you!